

Invitation to tender

You are invited by Age Scotland's About Dementia project to tender to evaluate the impact of our Empowering Dementia Friendly Communities (DFC) programme. This comprises two grant funds and the development of the Dementia Friendly Community Mentoring Network, and the Scottish Meeting Centres Network. The detailed requirements for the evaluation are set out below.

Submission of tenders and deadline

Please submit your proposal to dementiagrants@agescotland.org.uk no later than noon on **Thursday 24th March 2022**.

Bids submitted after the deadline will NOT be accepted.

Enquiries should be directed to Kainde Manji at Kainde.manji@agescotland.org.uk

As part of the tender evaluation process, About Dementia will hold interviews to discuss shortlisted bidders' submissions. Interviews will be held online via Zoom on **Friday 1st April**.

Budget

The available budget for the evaluation, inclusive of VAT, is up to £150,000 over 1 year. This will be made payable in one payment £75,000 in the 2021/22 and four quarterly payments totaling £75,000 in the 2022/23 financial year.

Who are Age Scotland and About Dementia?

Age Scotland are the national charity for older people in Scotland. We work to improve the lives of everyone over the age of 50 so that they can love later life.

Launched in 2019, Age Scotland's About Dementia project was funded for five years by the Life Changes Trust to facilitate a forum for policy and practice for people living with dementia and unpaid carers. We have a wide partnership of organisations and a growing activist base who help to shape and inform our work. We empower the voices of people with lived experience to identify the changes that need to take place to improve policy and practice in Scotland.

Age Scotland and About Dementia have both been named as National Legacy Partners by Life Changes Trust. The trust will close their doors on 31st March 2022. The work outlined below will

enable Age Scotland/About Dementia to continue the work begun by Life Changes Trust around Dementia Friendly Communities up to March 2023.

Background

Age Scotland have been awarded a grant by the Scottish Government of up to £1,000,000 over the financial year 2021/22 and 2022/23 to support and complement the delivery of Commitments 4, 5 and 11 of the [Dementia and COVID-19 Action Plan](#). About Dementia, who are part of Age Scotland, will deliver this.

Broadly, the multi-strand approach suggested by Age Scotland/About Dementia and approved by Scottish Ministers shall build capacity within communities to direct and deliver local support offers. It will do this by working with people with lived experience of dementia and unpaid carers, taking a person-centred, partnership approach to funding delivery and disseminating learning to national and international audiences.

The objectives/outcomes of the Scottish Government grant is to build capacity within communities by learning from and developing existing good practice in community led support, working with people with lived experience of dementia and unpaid carers.

There are five strands of the programme. These are outlined below:

- Strand 1: Embedding International learning from Meeting Centres in Scotland (Kirrie Connections).
- Strand 2: Building sustainability in DFCs through shared learning (Age Scotland/About Dementia).
- Strand 3: Empowering DFCs (open grant application process).
- Strand 4: Traditional grant fund programme co-produced by people with lived experience.
- Strand 5: Independent Evaluation of all funding awards.

Specifically, the first three strands will attempt to embed international learning from Meeting Centres in Scotland (Kirrie Connections); build sustainability in DFCs through shared learning; and work towards empowering DFCs.

Strand 4 will focus on inspiring grassroots community activities through smaller grants and funding, while Strand 5 will independently evaluate and support the dissemination of learning nationally, with other nations of the UK and internationally. All strands of the proposal embed a commitment to include people with lived experience in the shaping and delivery of the work.

The successful awardee of this tender will be responsible for the delivery of Strand 5 of this work.

Delivery of the work to be evaluated

Strand 1: Embedding International learning from Meeting Centres in Scotland (Kirrie Connections)

A Meeting Centre is a local resource, operating out of ordinary community buildings, that offers on-going warm and friendly expert support to people with mild to moderate dementia and their families. At the heart of the Meeting Centre is a social club where people meet to have fun, talk to others and get help that focuses on what they need. Meeting Centres are based on sound research evidence of what helps people to cope well in adjusting to living with the symptoms and changes that dementia brings. (Meeting Centres UK)

Meeting Centres are a form of hyper-localised, community driven post-diagnostic support (PDS). They are designed through co-production with a range of different community members and stakeholders, and often involve statutory services, though they are not driven by these. In contrast to day centres or more traditional approaches, Meeting Centres are not regulated services, but instead are community-led driven by the needs and wishes of the membership, who attend on a regular basis. The focus of support is also on both the person living with dementia, as well as family members.

The model emerged in The Netherlands in the early 1990s and has since gained international relevance with centres emerging on every continent (Brooker et al 2017). The approach has been so successful that the Dutch Government have recently committed to 80% of the population having access to a Meeting Centre by 2030. The creation of Meeting Centres in the UK has been supported by research taking place at the University of Worcester, England, with the first Scottish Meeting Centre opening in 2019 in Kirriemuir, Angus. The research in the UK and internationally has demonstrated considerable positive outcomes from involvement in meeting centres, including prevention, brain health, international cooperation and the provision of meaningful opportunities for people living with dementia through the 'Dementant' volunteering programme.

Alongside the creation of the first Meeting Centre in Scotland, Life Changes Trust provided funding and support to Kirrie Connections, Scotland's Meeting Centre Demonstrator Site, to enable the expansion of this model across other areas in Scotland. Since that time a Scottish Meeting Centres Network has developed with 14 members, under the leadership of Kirrie Connections CEO Graham Galloway. Much of the development work has been hindered by the Pandemic, however there are now two Meeting Centres open in Scotland (Kirriemuir and Dunblane) with funding secured for a further 5 (Arbroath, Forfar, Montrose, Musselburgh and Prestwick), and a commitment from Fife Health and Social Care Partnership for the creation of 7 centres across the Kingdom.

A recent summit involving people living with dementia, held in Kirriemuir, demonstrated the potential for a Scottish network of Meeting Centres to be led and shaped by people with lived experience of dementia, alongside the professionals who manage the centres. This would enable people with lived experience to take a direct role in shaping the development of a Scottish model of Meeting Centres, as well as provide capacity building support to the growing numbers of new Meeting Centres across the country.

Given the existence of an embryonic network, as well as the skills and experience already in place in Kirriemuir as the Scottish Demonstrator Site, we have funded Kirrie Connections to lead on the delivery of Strand 1. This includes the following:

- The development of a national network of Meeting Centres across Scotland, involving representation and involvement of people living with dementia, family members, and Meeting Centre managers.
- Funding to enable the meaningful involvement of people living with dementia and family members within this network.
- Quarterly, in person meetings of the network at a different Meeting Centre venue in order to share learning and best practice.
- The development of a community of learning and practice to build capacity of Meeting Centre managers, and prospective managers.
- Small grants funding (to be managed by Age Scotland/About Dementia under Strand 4) and the provision of developmental support to new Meeting Centres in other parts of Scotland.
- The dissemination of evaluation evidence and learning through international knowledge exchange.

Term of funding: February 2022 for 12 months

Strand 2: Building sustainability in Dementia Friendly Communities through shared learning (Age Scotland/About Dementia)

Dementia Friendly Communities are well established in Scotland thanks to investment from the Life Changes Trust. The recent evaluation of this investment by Hammond Care (2021)¹ has established the significant contribution made by these communities, both to individuals and families affected by dementia, as well as to enriching community life.

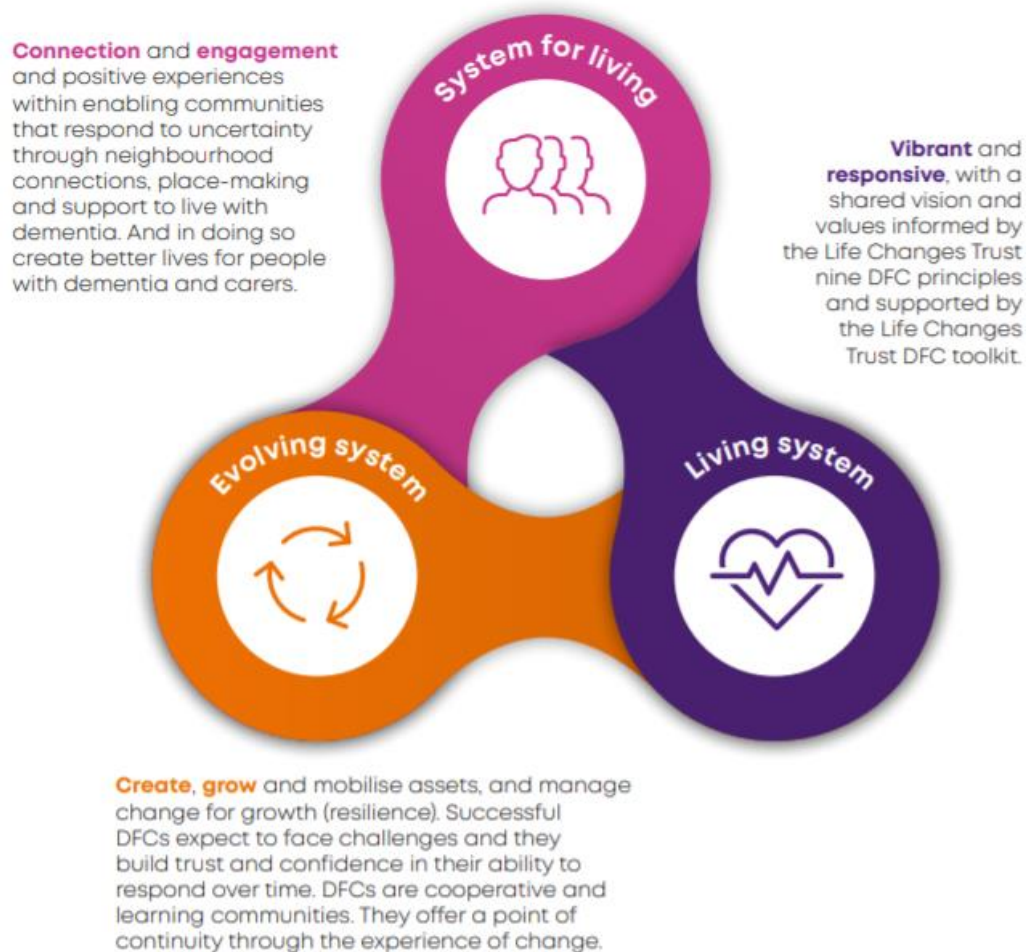
<i>Summary of key findings of the evaluation of Trust-funded DFC Projects:</i>
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¹ <https://www.lifechangestrust.org.uk/dementia-friendly-communities-evidence-and-learning-0>

- *DFCs contribute to better lives for people with dementia and unpaid carers.*
- *DFCs come in different shapes and sizes, delivering a range of diverse services and support networks across Scotland.*
- *They deliver added value to the communities they serve. Social return on investment analysis was used to explore this in some detail, bringing to life the community development focus which makes these projects so unique and diverse.*
- *Challenges are part of life and a daily part of the DFC experience and so, too, is the experience of overcoming challenges. Successful DFCs are resilient, they expect challenges, and learn from these experiences and from each other.*
- *The network experience of DFCs, created by the Life Changes Trust, provides both a catalyst and a support structure, which is then sustained by the DFCs themselves.*
- *They can deliver post-diagnostic support and create opportunities for influencing local and national policies through partnerships, and direct political activity.*
- *The Scottish approach, which is principles-based rather than rules-based, gives enough structure for DFCs to hold consistent principles but enough freedom to adapt to the needs of a local area, or community of interest, or collection of individuals.*

They also exist as a vital though under recognised form of post-diagnostic support. The activity undertaken by these communities during the recent lockdowns is further evidence of their impact, as recognised under Commitment 11 of the Scottish Government Dementia Covid-19 National Action Plan. However, there are understandable concerns about future sustainability of this approach. The Scottish Government's Communities subgroup has identified the need for sharing of learning and capacity building through mentoring as a core priority for their work. One of the principles of DFCs identified by the Life Changes Trust has been a mentoring approach to community development, empowering communities to cascade their learning to newer and budding community initiatives. We believe that this funding provides an opportunity to develop and expand support to build a learning and mentoring network to enable existing communities to achieve greater sustainability, as well as enabling new communities to become established.

The DFC model is now well established in Scotland, and exists as an evidence-informed template for emerging DFCs across Scotland.



(Image Source: The DFC Model, in 'Stories from the Dementia Friendly Communities Evaluation', Hammond Care 2021)

We see this funding as an opportunity for policy makers to embed this model alongside support from the About Dementia, Age Scotland, and the Life Changes Trust's other National and Local Legacy Partners.

Age Scotland has significant experience of working in community development, with regional officers based across Scotland who provide hands on capacity building support to the network of Age Scotland Member Groups. About Dementia, as Life Changes Trust's National Legacy Partner, has been working for the past two years to build upon the learning generated by DFCs in Scotland (both funded through LCT and existing independently from), and as Legacy Partner will be custodians of that learning in the future. We also inherited the work of the LCT Community of Learning and Practice around DFCs and have well established relationships with

those communities in the strongest position to provide the mentoring and leadership we envisage. This work includes the following elements:

- The appointment of a dedicated DFC Development Officer to facilitate the network
- Hosting of regular online network events of existing and nascent DFCs across Scotland to share learning.
- Hosting six-monthly in person regional networking events in order to share learning and provide opportunities for peer support (both for leaders of DFCs as well as members with lived experience).
- Coordinating the provision of mentoring opportunities for leaders and practitioners as well as people living with dementia and unpaid carers working to establish new communities.
- Funding and support to enable study visits to take place between DFCs to further support learning and mentoring.
- A commitment to learning and evaluation as well as integrating the learning from the Hammond Care (2021) Report and international good practice in this area.
- A clear vision of how the learning from this work would contribute to the development of policy and practice through both About Dementia and the Scottish Government Implementation and Monitoring Group, as well as a Fourth Dementia Strategy (should that be the direction of travel).

Term of work: 2 years (commencing April 2022)

Strand 3: Empowering Dementia Friendly Communities

This strand focuses on empowerment of DFCs. While the model is now well established in Scotland, there continues to be work to be done to embed this across Scotland. We have issued a call for bids to support DFCs through grants in the region of £25,000 - £100,000 for a 12 month period. Grants will have to demonstrate the following:

- A commitment to involving people with lived experience in the shaping and delivery of all work.
- A strategic approach to Post-Diagnostic Support.
- The sharing of learning and practice through the DFC learning and mentoring network and About Dementia.
- A detailed plan for longer term sustainability.

Though discrete from the above work programs, this work will be highly complementary, and would provide targeted community level investment to ensuring sustainability for existing and new communities. A condition of grant will be to participate in the DFC network, but we also

see potential for these communities to evolve into Meeting Centres and draw support from the work of Strand 1 as well.

About Dementia are committed to working in co-production with people living with dementia and unpaid carers, putting their voices at the heart of all that we do. We have recently involved activist members in supporting our recruitment activity through a lived experience panel, and are taking a similar approach to making funding decisions in this project. We have appointed a panel of people with lived experience of dementia to support decision making under this stream, giving people living with dementia and unpaid carers a direct role in shaping the work of these projects.

Expected date of award: March 2022

Term of awards: 12 months

Strand 4 Inspiring Grassroots Community Activity

This strand will comprise a small-grants programme seeking input to address the following themes:

- Place and place-making
- Peer support (with a strand each for people with dementia, and unpaid carers)
- Grass-roots community-based innovation
- Seed Funding for new Meeting Centres

Again, these themes are drawn from existing evidence from both policy and practice, including commitment 4 and 11 of the Scottish Government Dementia Covid-19 National Action Plan, the priorities identified by the Dementia and Communities subgroup, as well as enabling us to build links and integrate learning from the Housing and Dementia subgroup. About Dementia's own Befriending and Peer-Support subgroup established in August 2021 has also highlighted the benefit of small local level interventions for tackling wider structural challenges, such as loneliness and isolation. We also see this as an opportunity for embedding learning through the LCT funded Peer Support projects and the recommendations of the evaluation of this work conducted by the University of Stirling.²

In contrast to the funding available under Strand 3, we expect that the grants will be made to small, community-based and informal groups, and not just formally constituted organisations. We would plan to structure the funding available accordingly, and would expect to attract a larger number of smaller bids of between £5,000 and £20,000. As with the projects funded through Strand 3, we would expect participation in the DFC learning and mentoring network, as

² <https://www.lifechangestrust.org.uk/peer-support-evidence-and-learning-0>

well as active engagement with About Dementia. However, we also expect to take a lighter touch approach to monitoring and evaluation than for Strand 3, as we are aware that this can be challenging for smaller groups, who may be staffed by volunteers rather than salaried professionals.

These grants will be supported by our Grants and Learning Coordinator (funded by Scottish Government) who will provide ongoing support to the communities and projects funded through Strands 3 and 4, as well as working with people with lived experience to co-produce and design the grants under Strand 4, and supporting them with assessing the resulting applications.

In addition, their role will involve analysing and embedding the learning that emerges from across the 5 strands we have set out in this proposal. Again, this will support the smaller community-based groups to capture their learning in a way that is manageable. For example, we would plan for this staff member to be making regular visits to the funded projects to gather information from them directly, rather than producing detailed or lengthy evaluation reports. We will nevertheless continue to expect high standards of rigorous financial reporting.

About Dementia as a National Legacy Partner of LCT have been charged with embedding and disseminating learning from the local legacy partnerships, as well as our own ongoing work and the work of the BOLD school of leadership. The work taking place across the five strands is highly complementary to this ongoing work, and would aim to embed the learning from the activity across the strands in the same way. In 2020 LCT published five volumes known as the 'Whole Life Approach to Dementia' (Life Changes Trust 2020)³. The Grants and Learning Officer will work with the About Dementia team towards developing a second edition of this publication, and will include the learning generated from our partnership with the Scottish Government. We will then work to disseminate this learning across Government, through local authorities as well as health and social care partnerships. Given the cutting edge and innovative nature of much of this work, we will also develop plans to disseminate our learning internationally, to further contribute to Scotland's reputation for excellence in dementia policy globally.

We plan to host a learning event at the end of the funding period to allow successful awardees to share and celebrate their work, as well as to provide an accessible means of disseminating the learning. The audience will be comprised of awardees, people with lived experience, policy makers and representatives of the Scottish Government.

Expected date of awards: September 2022

Expected term of awards: 12 months

³ <https://www.lifechangestrust.org.uk/dementia-whole-life-approach-resource-creating-better-lives>

Aim of this Evaluation

Age Scotland/About Dementia wishes to commission an evaluation of the Empowering Dementia Friendly Communities programme funded by The Scottish Government to assess the extent to which it has achieved its stated outcomes and the impact of delivery, specifically:

1. To assess the extent to which Scottish Meeting Centres have grown/expanded into new areas, and the impact of this.
2. To assess the extent to which people living with dementia and unpaid carers have benefitted from involvement in Meeting Centres, both as attendees and through involvement in governance and the Scottish Meeting Centre Network.
3. To assess the extent to which people living with dementia and unpaid carers have been meaningfully involved in designing and assessing grant funding opportunities, and whether or not this has been of benefit to them.
4. To assess the extent to which the DFCs Network has supported the sustainability of existing DFCs and enabled the emergence of new ones.
5. To assess the extent to which the grants under Strand 3 have enabled the sustainability of existing DFCs and the embedding of the key outcomes of the grants.
6. To assess the extent to which the grants under Strand 4 have enabled new DFCs to emerge under the four key themes, and their contribution to the wider DFC movement.
7. Any barriers and challenges that the strands have encountered and if/how these have been overcome;
8. To provide clear and actionable recommendations for both policy and practice.

Research and Evaluation Management

The key contact for this work within About Dementia will be Grants and Learning Coordinator (Scottish Government), Jen Kean jennifer.kean@agescotland.org.uk who will also be able to provide access to the data gathered and background documentation relevant to the evaluation.

Draft and final reports will be presented to About Dementia Project Manager Kainde Manji, and shared with relevant contacts within the Scottish Government Dementia Policy Unit.

Appointment and Delivery Timescales

- Submission of tenders by email: **by noon Thursday 24th March 2022**
- Interviews: **1st April 2022** (online on Zoom)
- Contract Awarded: **no later than 5th April 2022**

Period of Contract

We anticipate that the successful bidder will be involved at different stages of the delivery of this work from **7th April 2022** and conclude their work no later than the end of **31st March 2023**.

Key Scoring Criteria (see Appendix for further details)

Scoring will take account of the following:

- **Tendered price** – The costs for the delivery of this evaluation broken down to indicate the staffing and how the costs will be allocated to the different tasks and stages of the evaluation. The costs should also include the day rate of all staff involved in the evaluation process and are to be stated as exclusive of VAT. Confirmation of VAT where applicable on items should be highlighted;
- **Knowledge and understanding** of the dementia policy and practice context in Scotland and the work of the partner organisations involved;
- **Experience of evaluating community based activities and grants work**
- **Proposals for capturing the experiences of people with dementia and unpaid carers;**
- **Demonstrating actual and transferable skills and knowledge;**
- **Clarity of the written proposal and ability to present it in an engaging way;**
- **Ability to work under pressure and to deliver to the proposed timeframes.**

Information that must be included in your bid

- Clear details of the methodology that you will use to meet the evaluation requirements.
- Clear evidence that you have taken account of the information and expectations outlined above.
- If the bid is from a collaboration of organisations, it should be completed and submitted by the lead partner and all other partners should be named in it. The bid should include letters from the lead member of staff/researcher in every partner organisation that clearly outlines their agreement to be involved in the work.
- Set out a clear approach to the work, with a **project plan, timelines and milestones** (taking note of the timescales we have outlined above).
- Please also submit a **risk register**. We want to see if you are able to identify where potential risks lie and what you will do to mitigate those risks.
- Clearly identify who will do what, when and where.

- Include C.V.s for everyone who will be involved in the evaluation.
- Include a breakdown of the total cost of the work, **inclusive of VAT where it applies**.
- Outline approaches to any ethical or PVG/adult protection considerations.
- Confirm that you have a Health and Safety Policy and appropriate and adequate insurance cover in place (we will ask for evidence of these upon appointment).

Appendix 1

Evaluation Criteria

Area for Evaluation	Maximum score, including weighting
Value for Money	
Knowledge of Dementia policy context in Scotland	
Knowledge of role of Age Scotland and About Dementia	
Actual or transferable experience of similar projects	
Clarity of proposal	
Understanding of tender requirements	
Ability to deliver to proposed timeframe	
Ability to capture the voice of people with lived experience in the evaluation	
Total	

Tenders will be evaluated against the above requirements. Each proposal will be scored according to the number of points allocated (which provides appropriate weighting to each area for evaluation).

The evaluation panel will individually score the Tenderer's responses against the pre-determined scoring criteria. The evaluation panel will rank the Tenderer's proposals by the evaluation total score.

A guide to the response description and relevant marking is as follows:

Marks	Description	Award (depending on score weighting)
Unacceptable	No answer given or unacceptable response. The evaluator <u>must</u> record the reason for using this mark.	0/5 0/15 0/20 0/40
Marginal	Answer does not meet minimum requirements, gaps are evident in the response. The evaluator <u>must</u> record the reason that the answer failed to achieve an acceptable score. This will be used for providing feedback and/or seeking clarification.	2/5 6/15 8/20 16/40
Acceptable	Answer addresses ALL of the areas required.	3/5 9/15 12/20 24/40
Very Good	Answer exceeds requirements. The evaluator <u>must</u> record why this mark has been used.	4/5 12/15 16/20 32/40
Excellent	Answer demonstrably far exceeds requirements. This mark should be awarded where the answer far exceeds what is required in the question, thus bringing an added value. This could include financial benefits; operational and service enhancements; time and energy saving possibilities; or, where it can be demonstrated and justified, evident strength, capacity or capability in a particular area. Reasons for awarding an excellent mark <u>must</u> be recorded.	5/5 15/15 20/20 40/40